



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
MANUFACTURED HOUSING SECTION
500 James Robertson Parkway
Davy Crockett Tower, Third Floor
Nashville, Tennessee 37243-1162
PHONE: 615-741-7192
FAX: 615-741-9388

APPLICATION FOR A LICENSE AS A RETAILER OF MANUFACTURED HOMES

(PLEASE PRINT OR TYPE ALL REQUIRED INFORMATION)

FIRM NAME: _____

PHYSICAL LOCATION:

MAILING ADDRESS:

Street No. or RFD and Box #

Street No. or P.O. Box #

City State Zip Code

City State Zip Code

County

() _____
Cell or Fax Telephone Number

() _____
Business Telephone Number

BUSINESS TAX OR PRIVILEGE TAX NUMBER: _____

IF INDIVIDUAL, FULL NAME OF OWNER: _____

IF PARTNERSHIP, FULL NAME OF PARTNERS: _____

IF CORPORATION, FULL NAME AND TITLE OF ALL CORPORATE OFFICERS:

I/We certify that I/We will not offer for sale or lease a manufactured home which does not display the appropriate decal(s) evidencing compliance with applicable construction standards pursuant to the **UNIFORM STANDARDS CODE FOR MANUFACTURED HOMES ACT. (Tennessee Code Annotated, Title 68, Chapter 126).**

Authorized Signature Title

NOTE: Please use the checklist below to assure that you have complied with all requirements. This will prevent delays in processing your license application.

- ☐ **A. A license fee of \$40.00 for Manufactured Home Retailers must accompany this application for a period of one year. A check___ or money order___ in the amount of \$40.00 accompanies this application. CASH NOT ACCEPTED! Make checks/money orders payable to THE DEPARTMENT OF COMMERCE AND INSURANCE.**
- ☐ **B. A separate license must be secured for each location to be licensed.**
- ☐ **C. All information must be completed before license is to be issued.**
- ☐ **D. All licenses shall expire one year from the issue date.**
- ☐ **E. Retailers who fail to renew their license prior to expiration each year shall be required to pay a penalty of FIFTY DOLLARS (\$50.00) for each license in addition to the fee set forth above.**
- ☐ **F. Any Retailer of Manufactured Homes shall provide a surety bond in the amount of \$25,000, conditioned upon the dealer's complying with the provision of TENNESSEE CODE ANNOTATED, TITLE 68, CHAPTER 126 and all the rules promulgated thereunder.**
- ☐ **G. Initial license applications require proof of having completed a fifteen (15) hour course, approved by the Commissioner of the Department of Commerce and Insurance, covering the installation of manufactured homes, and proof of passing an examination in manufactured home installation approved by the Commissioner.**
- ☐ **H. Renewal applications require proof of having completed five (5) hours of continuing education in manufactured home installation during the twelve month period immediately preceding renewal.**